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3 February 1987
OTE 87-5201

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[REDACTED]
Director of Training and Education

25X1 SUBJECT:

Quality Step Increase [REDACTED]

25X1 1. [REDACTED] is a GS-10, Step 7, who has been in the Office of Training and Education (OTE) since 21 April 1986. She is recommended for a Quality Step Increase for her sustained superior performance from that date through 30 November 1986.

25X1 2. [REDACTED] was specifically recruited to provide some much-needed support to the Office's administrative function. She was selected for her background, experience, and knowledge of Agency administrative procedures and her demonstrated good judgment, initiative, and dedication to the Agency and its mission. We have not been disappointed; [REDACTED] has more than exceeded our expectations.

25X1 3. [REDACTED] approaches each task with the right mix of concern for how the outcome affects the people involved (both OTE employees and customers) and how it will further the Office's ability to provide the best training possible. She consistently displays levels of judgment and initiative not expected at her grade level. Her standards of personal excellence and dedication are of the highest order.

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5. OTE is dependent on a continuing influx of personnel from both inside and outside the Agency to provide the skills needed in the Agency's training program. They come with variety of backgrounds and experiences, but often lack knowledge and information about OTE and how we do the business of training. We established an OTE orientation program to provide that information. [redacted] assumed responsibility for the orientation after two, less than successful, runnings. Under [redacted] tutelage, the agenda has been streamlined, the participation of key OTE officers has increased, and the attendance has tripled. Attendee feedback has been excellent -- another example of [redacted] ability to organize and follow through on a project.

6. [redacted] was also a key player in the myriad of administrative details involved in organizing and running OTE's largest Office conference. She personally organized a number of Conference activities and was responsible

[redacted]
facilities used for the event, and getting them registered for a variety of concurrent workshops. The Conference was deemed a huge success, and Ms. [redacted] deserves a lot of credit for that success. Next year's conference has already been scheduled with the expectation that we can once again count on her services.

8. We have asked [redacted] advice and guidance on these and countless other issues during her time with us. Her recommendations have been invariably well thought out and on target. In sum, she has simply done everything we have asked and done it well. For this, she is most deserving of this special recognition. We clearly expect a continued high level of performance from [redacted] and recommend your earliest approval of this request.

Attachments:

- A. Biographic Profile
- B. Performance Appraisal Reports

APPROVED:

Deputy Director for Administration

Date

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